

Our Terms and Conditions

Sick Leave Arrangements: If you are unable to attend because of sickness, you should inform the Clinical Supervisor or the Head of Department as soon as possible and keep the Manager informed as to the likely date of return.

Security Badges: It is a requirement that every person should display an identification badge when working on any site associated with an NHS organisation. This will be issued to you, on arrival, by the person responsible for your supervision.

Uniform: Smart wear, (smart t-shirt, smart trousers) sensible footwear, no see-through clothing, no loose jewellery.

Confidentiality: Any matters of a confidential nature, in particular information relating to the diagnosis and treatment of patients, individual staff and/or patient records, and details of contract prices and terms must under no circumstances be divulged or passed on to any other unauthorised person or persons. The placement may be terminated if confidentiality is breached.

Termination of work experience placement: Any act of misconduct (e.g. theft) or breach of confidentiality may result in the termination of your placement. Discussion will be held with your school/college before the placement is terminated.

Health and Safety at Work Act: You are reminded that in accordance with the Health and Safety Work Act 1974, you have duty to take reasonable care to avoid injury to yourself and others by your work activities, and are required to comply with our organisation's policies in meeting these statutory requirements. A copy of the Health and Safety policy is available for inspection.

Loss/damage of personal effects: No liability can be accepted for loss or damage to personal property on Health Service premises by burglary, fire, and theft or otherwise. Staff are advised accordingly to provide their own insurance cover when using a car for Trust business.

Diversity: The Trust is committed to managing diversity in employment. It recognises that discrimination is unacceptable and that it is in the best interest of the Trust and the population it serves to utilise the skills of the total workforce. Failure to comply with or adhere to the Trust's Equality and Diversity in Employment Policy will be treated as misconduct under the Trust's Disciplinary Policy/Procedure, which may result in the work experience placement being terminated.

Harassment: The harassment of colleagues, regardless of grade or status, is totally unacceptable and all individuals have a right to be treated with consideration, dignity and respect. Although you are not an employee of the Trust you are expected to comply with the enclosed policy. If you have any concerns you should raise this with your Supervising Manager.

External Communications: You are not permitted to represent yourself as an authorised agent of the Trust in external communications or in contact with the media except in the course of the proper performance of your work experience placement. When your placement ceases you must not hold yourself as an employee of the Trust or as representing its views. Failure to comply with these provisions will be regarded as unauthorised disclosure of information and the Trust reserves the right to take any necessary action.

NHS Indemnity - Clinical Negligence/Directors & Officers Liability/Professional Indemnity: The Trust takes direct responsibility for costs and damages arising for negligence where the Trust is vicariously liable for the acts and omissions of its staff. For the purposes of employment insurance (and for no other purpose) you will be regarded as a Trust employee during the proper performance of your duties, provided that at all times you exercise all reasonable skills and judgement and act in good faith.

Equal Opportunities: The Trust is committed to equality of opportunity and to ensuring that no individual receives less favourable treatment on grounds of sex, marital status, disability, race, colour or ethnic origin or by conditions or requirements that cannot be shown to be justifiable. You have an individual responsibility not to practice unlawful intimidation or victimisation of individuals. For further information refer to the Trust Equal Opportunities policy which is available on the intranet.

Intellectual Property: The Trust has right of ownership to all Intellectual Property including information produced by you in the course of your employment with the Trust. You have an obligation to inform your Manager about identified or potential Intellectual Property resulting from your activities and must not sell, assign or otherwise trade Intellectual Property without the prior agreement from the Trust.

The Trust wishes to stress that all papers and files, which contain Trust-related information are the property of the Trust and remain so irrespective of origin or authorship.

Smoke-free Environment: In the interests of the health of staff, patients and visitors, the Trust is a Non- Smoking Organisation. In the event that you choose to smoke you should ensure that you are not wearing your uniform in accordance with the Trust's Smoke Free Policy. Failure to comply with these policies may result in disciplinary action being taken against you.

Alcohol Policy: You must not commence your work experience placement under the influence of alcohol, nor consume alcohol during your span of work experience placement (including during breaks). Drinking during breaks or immediately before work not only impairs performance, but also is seen as discourteous to patients, visitors and colleagues and is discouraged.

Casual Gifts/Hospitality: Gifts offered by contractors or others should be politely but firmly refused so as not to constitute an offence under the Prevention of Corruption Acts. Articles of low intrinsic value such as diaries or calendars or small tokens of gratitude from patients or their relatives or modest hospitality need not be refused. In cases of doubt you should either consult your manager or politely refuse acceptance. Guidance for further reading is also available on the intranet.

During the period of your placement you will not, at any time, except where the law requires, be regarded as an employee of South Staffordshire and Shropshire Healthcare NHS Foundation Trust, and will not be eligible for remuneration in respect of your work placement with our organisation.